

Purchasing Contact:
Theresa Anderson, PSO II

Telephone Number:
(860) 622-2542

STATE OF CONNECTICUT
DEPARTMENT OF INFORMATION TECHNOLOGY
CONTRACTS & PURCHASING DIVISION
101 EAST RIVER DRIVE, 4th Floor
EAST HARTFORD, CT 06108-3274

Contract Award #
012-A-27-7035-C
03ITZ0193 (AA-AJ)

Contract Award Date
March 15, 2002

Expiration Date
March 01, 2004

CONTRACT AWARD

IMPORTANT: This is NOT a Purchase Order. Do NOT produce or ship without an Agency Purchase Order.

COMMODITY CLASS/SUBCLASS & DESCRIPTION: **7000 560 Radio Parts, Supplies, and Accessories**

FOR:

**All Using State Agencies
and Political Sub-Divisions**

TERM OF CONTRACT:

March 15, 2002 – March 01, 2004

with an option to extend one additional year

DELIVERY DATE REQ'D: *See Contract Award Schedule*

AGENCY REQUISITION NUMBER: **None**

IN STATE (NON-SB) CONTRACT VALUE	DAS CERTIFIED SMALL BUSINESS CONTRACT VALUE	OUT OF STATE CONTRACT VALUE	TOTAL CONTRACT AWARD VALUE
--	\$72, 000.00	\$48.0000.00	\$120,000.00

NOTICE TO CONTRACTORS: This notice of award is not an order to ship. The using agency or agencies on whose behalf the contract is made will furnish purchase orders against contracts. Send invoices directly to the using/ordering agency per instructions on purchase order.

NOTE: Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.

NOTICE TO AGENCIES: A complete explanatory report shall be furnished promptly to the Director concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

- ▶ **CASH DISCOUNTS:** Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.
- ▶ **PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

MULTIPLE CONTRACTOR AWARD:

Company Name: Connecticut Radio, Inc.	FEIN # 06-1266305
Company Name: Holzberg Communications, Inc.	FEIN # 22-2864676
Company Name: J & S Radio Sales, Inc.	FEIN # 06-1399799
Company Name: Multiplier Industries, Corp.	FEIN # 13-2731439
Company Name: New England Communications Systems, Inc.	FEIN # 06-1439677
Company Name: Pioneer Communications, Inc.	FEIN # 06-0676808
Company Name: RELM Communications	FEIN # 35-0827418
Company Name: Tactical Communications, Inc.	FEIN # 06-1138068
Company Name: Utility Communications, Inc.	FEIN # 06-0863774
Company Name: Vertex Standard USA, Inc.	FEIN # 95-2815202

APPROVED

Date Issued: **March 15, 2002**

Holly Miller-Sullivan
Director of Contract & Purchasing Division
(Original Signature on Document in Procurement Files)

Contractor Information

Company Name: **Connecticut Radio, Inc.**

Address: **1208 Cromwell Avenue, Rocky Hill, CT 06067**

Tel. No.: **(860) 527-8855**

Fax No.: **(860) 563-4867**

Contract Value: **\$12,000**

Contact Person: **William Charamut**

SSN/FEIN No.: **06-1266305**

Delivery: **10 days A.R.O.**

Certification Type (SBE,MBE, WBE or None): **SBE**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes**

Company E-mail Address: syracuse28@aol.com

Company Name: **Holzberg Communications, Inc.**

Address: **720 Totowa Road, Totowa, NJ 07512**

Remit: **PO Box 322, Totowa, NJ 07511**

Tel. No.: **(973) 389-9600 / 800-654-9550**

Fax No.: **(973) 389-9696**

Contract Value: **\$12,000**

Contact Person: **Andy Holzberg**

SSN/FEIN No.: **22-2864676**

Delivery: **10 days A.R.O.**

Certification Type (SBE,MBE, WBE or None): **None**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes**

Company E-mail Address: holzberg@juno.com

Company Website: www.holzberg.com

Company Name: **J & S Radio Sales, Inc.**

Address: **1147 Main Street, Willimantic, CT 06226**

Tel. No.: **(860) 456-2667**

Fax No.: **(860) 456-4479**

Contract Value: **\$12,000**

Contact Person: **Anthony Marsalisi**

SSN/FEIN No.: **06-1399799**

Delivery: **7 – 14 days A.R.O.**

Certification Type (SBE,MBE, WBE or None): **SBE**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes**

Company E-mail Address: jsradio@snet.net

Company Name: **Multiplier Industries, Corp.**

Address: **135 Radio Circle, Mt. Kisco, NY 10549**

Tel. No.: **(914) 241-9510 / 800-642-2424**

Fax No.: **(914) 241-1103**

Contract Value: **\$12,000**

Contact Person: **Frank Gallo**

SSN/FEIN No.: **13-2731439**

Delivery: **2 weeks A.R.O.**

Certification Type (SBE,MBE, WBE or None): **None**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes,
minimum \$100.00 release**

Company E-mail Address: frank.gallo@multiplier.com

Company Website: www.multiplier.com

Company Name: **New England Communications Systems, Inc.**

Address: **15 Industrial Park Place, Middletown, CT 06457**

Tel. No.: **(860) 632-2678 / 800-862-2374**

Fax No.: **(860) 613-0827**

Contract Value: **\$12,000**

Contact Person: **Myron Polulak**

SSN/FEIN No.: **06-1439677**

Delivery: **10 days A.R.O.**

Certification Type (SBE,MBE, WBE or None): **SBE**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes**

Company E-mail Address: myron@necommsys.com

Company Website: www.necommsys.com

Contractor Information

Company Name: **Pioneer Communications, Inc.**

Address: **30 Spencer Court, East Hartford, CT 06108**

Tel. No.: **(860) 528-9756**

Fax No.: **(860) 289-0849**

Contract Value: **\$12,000**

Contact Person: **Pat McLuskey**

SSN/FEIN No.: **06-0676808**

Delivery: **2 weeks A.R.O.**

Certification Type (SBE, MBE, WBE or None): **MBE**
woman owned business

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes,**
must provide hard copy of signed purchase order

Company E-mail Address: ctooffice@communicatewithus.com

Company Website: www.communicatewithus.com

Company Name: **RELM Communications.**

Address: **7100 Technology Drive, West Melbourne, FL 32904**

Remit: **PO Box 23727, Newark, NJ 07189**

Tel. No.: **(321) 953-7974 / 800-648-0947**

Fax No.: **800-704-3177**

Contract Value: **\$12,000**

Contact Person: **Brian Rodrigues**

SSN/FEIN No.: **35-0827418**

Service: **30 days A.R.O.**

Certification Type (SBE, MBE, WBE or None): **None**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes**

Company E-mail Address: brodrigues@relm.com

Company Website: www.relm.com

Company Name: **Tactical Communications, Inc.**

Address: **29 Soundview Road, Guilford, CT 06437**

Tel. No.: **(203) 453-2389 / 800-933-0313**

Fax No.: **(203) 458-9247**

Contract Value: **\$12,000**

Contact Person: **David J. Moffat**

SSN/FEIN No.: **06-1138068**

Delivery: **2 – 5 days A.R.O.**

Certification Type (SBE, MBE, WBE or None): **SBE**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes**

Company E-mail Address: tactical.comm@snet.net

Company Name: **Utility Communications, Inc.**

Address: **920 Sherman Avenue, Hamden, CT 06514**

Tel. No.: **(203) 287-1306 / 800-443-1306**

Fax No.: **(203) 248-9167**

Contract Value: **\$12,000**

Contact Person: **Edward L. Abrams**

SSN/FEIN No.: **06-0863774**

Delivery: **7 days A.R.O.**

Certification Type (SBE, MBE, WBE or None): **SBE**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **No**

Company E-mail Address: eda@utilitycommunications.com

Company Website: www.utilitycommunications.com

Company Name: **Vertex Standard USA, Inc.**

Address: **P.O. Box 173, Hopkinton, MA 01748**

10900 Walker Street, Cypress, CA 90630

Tel. No.: **(508) 435-3905 / 800-283-7839**

Fax No.: **(508) 435-0525**

Contract Value: **\$12,000**

Contact Person: **Jim Driscoll**

SSN/FEIN No.: **95-2815202**

Delivery: **30 days A.R.O.**

Certification Type (SBE, MBE, WBE or None): **None**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes**

Company E-mail Address: j.driscoll@vxstdusa.com

Company Website: www.vxstdusa.com

Contractor Information

Company Name: **Connecticut Radio, Inc.**

Address: **1208 Cromwell Avenue, Rocky Hill, CT 06067**

Tel. No.: **(860) 527-8855**

Fax No.: **(860) 563-4867**

Contract Value: **\$12,000**

Contact Person: **William Charamut**

SSN/FEIN No.: **06-1266305**

Delivery: **10 days A.R.O.**

Certification Type (SBE, MBE, WBE or None): **SBE**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes**

Company E-mail Address: syracuse28@aol.com

Company Name: **Holzberg Communications, Inc.**

Address: **720 Totowa Road, Totowa, NJ 07512**

Remit: **PO Box 322, Totowa, NJ 07511**

Tel. No.: **(973) 389-9600 / 800-654-9550**

Fax No.: **(973) 389-9696**

Contract Value: **\$12,000**

Contact Person: **Andy Holzberg**

SSN/FEIN No.: **22-2864676**

Delivery: **10 days A.R.O.**

Certification Type (SBE, MBE, WBE or None): **None**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes**

Company E-mail Address: holzberg@juno.com

Company Website: www.holzberg.com

Company Name: **J & S Radio Sales, Inc.**

Address: **1147 Main Street, Willimantic, CT 06226**

Tel. No.: **(860) 456-2667**

Fax No.: **(860) 456-4479**

Contract Value: **\$12,000**

Contact Person: **Anthony Marsalisi**

SSN/FEIN No.: **06-1399799**

Delivery: **7 – 14 days A.R.O.**

Certification Type (SBE, MBE, WBE or None): **SBE**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes**

Company E-mail Address: jsradio@snet.net

Company Name: **Multiplier Industries, Corp.**

Address: **135 Radio Circle, Mt. Kisco, NY 10549**

Tel. No.: **(914) 241-9510 / 800-642-2424**

Fax No.: **(914) 241-1103**

Contract Value: **\$12,000**

Contact Person: **Frank Gallo**

SSN/FEIN No.: **13-2731439**

Delivery: **2 weeks A.R.O.**

Certification Type (SBE, MBE, WBE or None): **None**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes,
minimum \$100.00 release**

Company E-mail Address: frank.gallo@multiplier.com

Company Website: www.multiplier.com

Company Name: **New England Communications Systems, Inc.**

Address: **15 Industrial Park Place, Middletown, CT 06457**

Tel. No.: **(860) 632-2678 / 800-862-2374**

Fax No.: **(860) 613-0827**

Contract Value: **\$12,000**

Contact Person: **Myron Polulak**

SSN/FEIN No.: **06-1439677**

Delivery: **10 days A.R.O.**

Certification Type (SBE, MBE, WBE or None): **SBE**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes**

Company E-mail Address: myron@necommsys.com

Company Website: www.necommsys.com

Contractor Information

Company Name: **Pioneer Communications, Inc.**

Address: **30 Spencer Court, East Hartford, CT 06108**

Tel. No.: **(860) 528-9756**

Fax No.: **(860) 289-0849**

Contract Value: **\$12,000**

Contact Person: **Pat McLuskey**

SSN/FEIN No.: **06-0676808**

Delivery: **2 weeks A.R.O.**

Certification Type (SBE, MBE, WBE or None): **MBE**
woman owned business

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes,**
must provide hard copy of signed purchase order

Company E-mail Address: ctooffice@communicatewithus.com

Company Website: www.communicatewithus.com

Company Name: **RELM Communications.**

Address: **7100 Technology Drive, West Melbourne, FL 32904**

Remit: **PO Box 23727, Newark, NJ 07189**

Tel. No.: **(321) 953-7974 / 800-648-0947**

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SSN/FEIN No.: **35-0827418**

Service: **30 days A.R.O.**

Certification Type (SBE, MBE, WBE or None): **None**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes**

Company E-mail Address: brodrigues@relm.com

Company Website: www.relm.com

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Address: **29 Soundview Road, Guilford, CT 06437**

Tel. No.: **(203) 453-2389 / 800-933-0313**

Fax No.: **(203) 458-9247**

Contract Value: **\$12,000**

Contact Person: **David J. Moffat**

SSN/FEIN No.: **06-1138068**

Delivery: **2 – 5 days A.R.O.**

Certification Type (SBE, MBE, WBE or None): **SBE**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes**

Company E-mail Address: tactical.comm@snet.net

Company Name: **Utility Communications, Inc.**

Address: **920 Sherman Avenue, Hamden, CT 06514**

Tel. No.: **(203) 287-1306 / 800-443-1306**

Fax No.: **(203) 248-9167**

Contract Value: **\$12,000**

Contact Person: **Edward L. Abrams**

SSN/FEIN No.: **06-0863774**

Delivery: **7 days A.R.O.**

Certification Type (SBE, MBE, WBE or None): **SBE**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **No**

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Company Website: www.utilitycommunications.com

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Tel. No.: **(508) 435-3905 / 800-283-7839**

Fax No.: **(508) 435-0525**

Contract Value: **\$12,000**

Contact Person: **Jim Driscoll**

SSN/FEIN No.: **95-2815202**

Delivery: **30 days A.R.O.**

Certification Type (SBE, MBE, WBE or None): **None**

Terms: **Net 45 Days**

Agrees to Supply Political Sub-Divisions: **Yes**

Company E-mail Address: j.driscoll@vxstdusa.com

Company Website: www.vxstdusa.com

STATE OF CONNECTICUT
DOIT/CONTRACTS & PURCHASING DIVISION

Award Number
012-A-27-7035-C

Purchasing Contact:
Theresa Anderson, PSO II

Telephone Number:
(860) 622-2542

E-Mail Address:
theresa.anderson@po.state.ct.us

**CONTRACT AWARD
SCHEDULE**

012-A-27-7035-C

CONTRACT AWARD DATE
March 15, 2002

TERMS OF CONTRACT
March 15, 2002 – March 01, 2004
with the option to extend for one year

PAYMENT TERMS
Net 45 Days

CASH DISCOUNT
-- none --

Payment terms are net 45 days.
Prices include all transportation charges FOB state agency.

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VENDOR NAME:
Multiple Vendors (see list)

SSN OR FEIN #: - - - - -

Department of Information Technology **is issuing a contract award for**
for parts, supplies, and accessories for radio equipment
(excludes all radios, batteries on contract, and other items on state contracts)
for All Using State Agencies and Political Sub-Divisions

	DESCRIPTION OF COMMODITY AND/OR SERVICES	PRICING
1	CONNECTICUT RADIO, INC. <u>Motorola's price list</u> minus 17% Delivery: 10 days A.R.O.	17% discount (price list)
2	HOLZBERG COMMUNICATIONS, INC. <u>Bendix/King's price list</u> minus 07% <u>Com/Net's, Errisson's, GE's price list</u> minus 20% <u>E. F. Johnson's price list</u> minus 15% <u>Kenwood's price list</u> minus 20% <u>I-Com's price list</u> minus 10% <u>M/A-Com Wireless's price list</u> minus 20% <u>Midland's price list</u> minus 20% <u>Motorola's price list</u> minus 26% <u>Relm's price list</u> minus 15% <u>Transcrypt's price list</u> minus 05% <u>Vertex's price list</u> minus 15% Delivery: 10 days A.R.O.	07% discount 20 % discount 15% discount 20% discount 10% discount 20% discount 20% discount 26% discount 15% discount 05% discount 15% discount (price list)
3	J & S RADIO SALES, INC. <u>Kenwood's price list</u> minus 10% <u>Midland's price list</u> minus 10% <u>Motorola's price list</u> minus 10% <u>Relm's price list</u> minus 10% <u>Vertex's price list</u> minus 10% Delivery: 7 – 14 days A.R.O.	10% discount 10% discount 10% discount 10% discount 10% discount (price list)
4	MULTIPLIER INDUSTRIES, CORP. All brands of <u>batteries</u> (except Transcrypt & on contract) Manufacturers' price list minus 31% Delivery: 2 weeks A.R.O.	31% discount (price list)

STATE OF CONNECTICUT
DOIT/CONTRACTS & PURCHASING DIVISION

Award Number
012-A-27-7035-C

	DESCRIPTION OF COMMODITY AND/OR SERVICES	PRICING
5	NEW ENGLAND COMMUNICATIONS SYSTEMS, INC. <u>Motorola's price list</u> <i>minus</i> 10% quantity purchase rate over \$2,000 Motorola's price list <i>minus</i> 15% Delivery: 10 days A.R.O.	10% discount (price list) 15 % / \$2,000 (quantity discount)
6	PIONEER COMMUNICATIONS, INC. All brands Manufacturers' price list <i>minus</i> 10% quantity purchase rate over 25 items manufacturers' price list <i>minus</i> 15% Delivery: 2 weeks A.R.O.	10% discount (price list)
7	RELM COMMUNICATIONS <u>Bendix/King's</u> and <u>Relm's price list</u> <i>minus</i> 20% Delivery: 30 days A.R.O.	20% discount (price list)
8	TACTICAL COMMUNICATIONS, INC. All brands Manufacturers' price list <i>minus</i> 10% Delivery: 2 – 5 days A.R.O.	10% discount (price list)
9	UTILITY COMMUNICATIONS, INC. All Brands Manufacturers' price list <i>minus</i> 0% (pay full list price) quantity purchase rate over \$500 manufacturers' list price <i>minus</i> 10 % Delivery: 7 days A.R.O.	0% discount 10% / 500 (discount purchase)
10	VERTEX STANDARD USA, INC. Vertex's price list <i>minus</i> 25% Delivery: 30 days A.R.O.	25% discount (price list)

NOTES:

1. Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.
2. Upon Request, Contractors will provide State Agencies with price lists (books, CD, catalogs, etc.) from any manufacturer's brand they have agreed to sell parts, supplies, and accessories.
3. Upon Request, Contractors will provide State Agencies and/or State Auditors documentation to verify list prices paid for auditing purposes only.
4. Contractors must comply with the attached Special Bid/Contract Terms & Conditions and the Standard Bid/Contract Terms & Conditions.

All questions regarding this contract award must be in *writing* and submitted to:

theresa.anderson@po.state.ct.us

-or-

Theresa Anderson, PSO II, Contract Award # **012-A-27-7035-C**

DOIT - Contract & Purchasing Division, 4th Floor, 101 East River Drive, East Hartford, CT 06108

DOIT – CONTRACTS & PURCHASING DIVISION
012-A-27-7035-C
SPECIAL BID/CONTRACT TERMS AND CONDITIONS

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1. SCOPE

The State is seeking contractors to provide **radio (OEM) parts, supplies, and accessories** for various manufacturers for All Using State Agencies & Political Sub-Divisions. **The contract period will run from the Date of Award through March 01, 2004 with the option to extend for one additional year.**

2. LAWS & TAXES

All parts hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by the State of Connecticut are exempt from the payment of Federal Excise Tax, Transportation Tax, and Connecticut Sales and Use Tax. Upon request, the ordering State Agency will provide a Federal Excise Tax Exemption Certificate.

3. PARTS

The State is seeking coverage across manufacturers' product lines. The product lines a contractor is authorized to sell will be taken into consideration when making the contract award. Contractors must be authorized dealers for the product lines they are offering to sell at the time of the bid opening and for the term of the contract. Contractors are required to indicate the product lines they are authorized to sell. Contractors may be asked to provide proof from the manufacturer prior to award or during the term of the contract.

Contractors will sell OEM parts, supplies, and accessories under this contract, unless the ordering State Agency approves a substituted item.

4. WARRANTY

OEM parts, supplies, and accessories supplied by the contractor shall be warranted against defects in material and workmanship. Contractors are to indicate all manufacturers' warranties. The minimum warranty is one (1) year, from the date of purchase. All contractors are to stipulate if they offer any additional warranties.

5. PRICING RATES & PRICING LISTS

All items in the manufacturer's product line shall be available for purchase on a **discount from list price basis**. Contractors will quote an overall **Discount Rate** that applies to the Manufacturers' current year's list price at the time of the bid. Percentage above list price will not be awarded. Upon request, the contractor will supply (at no charge to) State Agencies with a list of parts (i.e. catalog, CD, website, disc, etc.) with current list pricing

Contractors wishing to quote on a **cost plus basis from dealer costs** must submit a letter from the manufacturer stating the contractor's cost, along with material that clearly documents the lack of a list price. Upon request, this information will be available to State Agencies.

6. DELIVERY & SHIPPING TERMS

Contractors will give their earliest guaranteed delivery time (A.R.O.) and be specific (i.e. 14 days A.R.O.). Shipping terms are **F.O.B. State Agency**.

7. PAYMENT TERMS

Payment terms are Net 45 days. The State will make payment within 45 days after parts acceptance, and receipt of a properly submitted invoice. Contractors may offer discounts for early payments.

8. BASIS OF AWARD

An award will be issued to the lowest, responsible, qualified contractors, who are in compliance with the Bid/Contract Terms and Conditions. The State reserves the right to make awards in a manner deemed in the best interest of the State. The following factors will be considered in awarding the contract:

- Quality of parts & customer service
- Availability of parts, supplies, and accessories
- Pricing Rates
- Completed Bid Response Package

DOIT – CONTRACTS & PURCHASING DIVISION
012-A-27-7035-C
SPECIAL BID/CONTRACT TERMS AND CONDITIONS

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9. PRICE INCREASES

Pricing Rates quoted under this contract shall remain firm for a period of one (1) year from effective date of contract award. Thereafter, the awarded contractor may file for a price increase at the end of each one (1) year period. Changes shall be consistent with and relative to price changes originating with the manufacturer as evidenced by notices or list pricing (parts), or based upon general industry changes (labor). Requests for such increase must be fully and properly documented and include the new pricing medium.

Contractors must submit a formal request for an increase to the Department of Information Technology, *Contracts & Purchasing Division*, no later than thirty (30) days prior to the effective price increase date. The increase request shall contain the date the increase takes effect. *No retroactive increase will be allowed.* The State reserves the right to reject any requests deemed excessive.

Contractors will honor contract pricing on purchase orders issued prior to the effective date of any increase in price.

10. PRICE DECREASES

Price decreases will become effective immediately on the date specified in the manufacturer's notice of change. Contractors shall bill the State at the reduced price on all deliveries made on or after the date of the manufacturer's price reduction. Contractors also shall promptly provide the Department of Information Technology with a letter of notice concerning the change with a copy of the pricing medium.

11. CANCELLATION

The State reserves the right to cancel any unfulfilled portion of the contract if the Department of Information Technology deems the parts, supplies, or accessories provided by the contractor are unsatisfactory or inconsistent with the bid/contract terms and conditions.

12. CONTRACTOR INFORMATION

In the event that the awarded contractor's information changes (i.e. name, address, telephone), it is the contractor's responsibility to notify the DOIT, *Contracts & Purchasing Division*, of such changes in writing. The State will not be held responsible for payments or purchase orders that are delayed due to additional routing caused by the lack of notification on the contractor's part.

13. PURCHASE ORDERS/INVOICING

The requesting State Agency will issue purchase orders. Questions regarding purchase orders and invoicing should be directed in accordance with the instructions contained in the boilerplate of the purchase order. Payments may be delayed if the State invoice form is not properly completed in accordance with the instructions contained on the purchase order.